



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON, GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR (715)

1 Feb 01

SUBJECT: Contracting Information Letter (CIL) 01-11, Requests for Accelerated Reviews

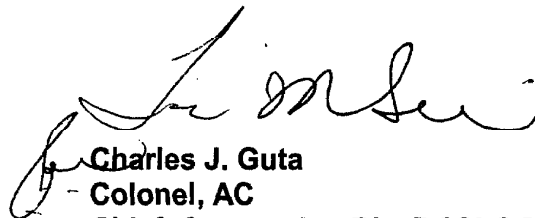
- 1. This CIL contains information regarding the Principal Assistant Responsible for Contracting (PARC) Staff's document review process.**
- 2. The coordination time required for FORSCOM review of documents is outlined in the Forces Command Supplement to the Federal Acquisition Regulation. In part, the review process allows for "quick turn-arounds" to be worked as the most important task assigned to the installation's procurement analyst. Contrary to prescribed procedures, the PARC analysts are experiencing an inordinately high number of request for accelerated reviews. These requests are most often not coordinated nor submitted with the Director's knowledge or endorsement. Generally, the requests are submitted by the Garrison or Installation contract specialists to expedite the review process, and are now being submitted on many "routine" actions. These requests have placed an unreasonable strain not only on the procurement analysts, but on our legal staff as well. The FORSCOM Staff Judge Advocate Policy requires that local legal reviews be received with any submissions received from the installation, prior to their review. All reviews, whether routine, or high visibility/priority, that are submitted to our legal and functional staffs, are generally going to "one deep" organizations with limited personnel or subject matter experts. Adequate time is needed to do a proper review of documents. Established working days for processing of all documents, by regulation or standard procedures, have been incorporated into each procurement analyst's performance standards. Each Analyst works independently in support of its assigned installation to ensure that timely review and support is received for their installation. However, they are competing for the use of the same resources.**
- 3. Incomplete requirements packages are also another deterrent to expediting the review process. Piecemeal reviews do not afford a complete and accurate assessment and require even more time to pull together as each piece is received. This also decreases our ability to ensure that guidance is clear and consistent. As an example, the submissions of Justification & Approval documents are being emailed. The signature page however, is a legal document which currently requires paper submission, if it is not signed in the email transmission. To expedite this process, be sure that the signature page is concurrently faxed, which is acceptable, to ensure that a complete review document is received.**

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4. The PARC staff is committed to providing our Directorate of Contracting personnel with the highest quality of support. However, we cannot do so in a normal or orderly fashion, if emergency treatment of "routine" actions becomes the norm, and must be flagged as priorities dictating expedited review. We understand that time must sometimes be shaved off of the contract review process. It appears that the time reductions are most often made in that time required for headquarter's reviews. Please note that these time reductions should not be at the expense or quality of the contract action. The PARC Staff will continue to support these requests, as needed, but *adequate time and complete documents* will further ensure our ability to expedite these type reviews. If there is a legitimate requirement for accelerated review, the Director of Contracting (DOC) should initiate and be knowledgeable of this request. The request should also be coordinated through the contracting officer and local legal. The DOC should communicate personally with the respective PARC Staff manager to coordinate their requests. This coordination will afford management's review and adjustment of workload, reprioritizing of suspenses, and ensure that if possible, the review can be accomplished within the time desired and without disruption or delay of other actions which precede them.

5. It will take our joint effort to finds ways to relieve the stress associated with the increasingly fast pace of our contracting environment, while still maintaining quality and timely reviews. Questions concerning this CIL should be directed to Beverly Thomas, (thomasb@forscom.army.mil) at CML (404) 464-7284 or DSN 367-7284.



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